



Sponsor Licence Application: Costs Information

You can be reassured by our promise to deliver quality advice without any nasty surprises on fees.

Our Fee

Our fees in relation to a standard sponsor licence application will be in the range of **£4,500 - £6,500 (plus VAT)**.

It's difficult for us to provide you with a precise fee estimate at this stage as the advice that we need to provide to you will depend on your instructions from time to time. However, we will keep you apprised of fees incurred, periodically.

The fee range for a standard sponsor licence application assumes that:

- it is a standard application and that no unforeseen matters arise; and
- the matter is concluded in a timely manner and no unforeseen complication arise including for example (but not limited to) requests for further information / documents from the Home Office.

This range does not include any appeals or our fees for submitting any new application if your original application is refused.

What's included in our fee?

Our fee range above is intended to cover all the work required to advise you on your application for a sponsor licence.

This may include:

- meeting you (face-to-face or on the telephone) to take your instructions and provide some initial advice/options;
- giving you advice about the relevant requirements of the application;
- explaining which documents and information you require in support of your application;
- considering the documents and information that you have provided to support your application and advising you on their suitability;
- preparing your application and helping you to submit it;
- preparing relevant documents / correspondence that are required to be submitted with / shortly after your application; and
- providing training to you and other relevant individuals about sponsor duties and obligations.

The above fee range does not include:

- advising on a Home Office pre-licence visit, including carrying out a pre-visit audit;
- carrying out an audit on your HR systems to ensure that you can comply with your sponsor duties and obligations;
- advice to any individuals that are intended to be sponsored under the licence;
- acting as a Level 1 or Level 2 user on your sponsor management system (SMS);
- providing training to you or other relevant individuals about how to use the SMS;



- advice regarding applying for or assigning certificates of sponsorship and / or sponsoring migrant workers.

Other costs

There are some other costs related to a sponsor licence application that are payable to third parties, and do not form part of our legal fees. You will be responsible for meeting those costs directly, including Home Office fees for making the application, as follows:

- Application fee: **£1,476**
- Priority service fee (if applicable): **£500**

You will pay these fees to the Home Office directly as part of the application process.

There are other costs associated with sponsoring migrant workers under a sponsor licence, including when you assign a certificate of sponsorship and the immigration skills charge (which is also payable when you assign a certificate of sponsorship).

Stages of the Process

The typical key stages of an application for a sponsor licence are:

- Initial discussion, either in person or over the phone to consider your potential application and the advice required.
- Provision of detailed advice regarding your circumstances, the eligibility and suitability criteria, the process for the application, and the documents and information required in support of the application.
- Provision by you of the supporting documents and information, and a review of the documents and information by us.
- Preparation of your application, to include the application form itself, a business case with detailed explanation regarding the application, and preparation of any other supporting documents / correspondence, where appropriate.
- Supervision of your submission of the application online.
- If appropriate, corresponding with the Home Office in relation to the application priority service.

If you have any question please contact Emma Cousins, Associate on 01904 437 686 or email emmacousins@torquelaw.co.uk

“The quality and responsiveness of the advice was what I’d have expected from a national firm, but I’m pleased to say that it came with a Yorkshire price tag!”

Nick Rust, CEO, British Horseracing Authority